



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

November 19, 2008

Darya Bronston, President
DKB Resources, Inc.
218 Reed Court
Santa Barbara, CA 93109

Dear Ms. Bronston:

RE: Agreement Name: **DKB Resources, Inc.**
Agreement Number: **ET08-0259**
Term of Agreement: **11/19/07 – 11/18/08**
Type of Trainee: **Retrainee**
Agreement Amount: **\$4,680**

This report summarizes the results of the Final Monitoring Visit conducted via telephone conference between Nicole Blair of your staff and Lan Vuong, ETP Analyst, on August 8, 2008.

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT

This Agreement was executed on December 14, 2007, and training began on December 3, 2007. Ms. Blair reported that all training was completed on December 28, 2007, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – November 18, 2008.

• FINAL PROJECT STATISTICS

Your Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 8 and 60 training hours. There will be no reimbursement for any trainee who does not complete a minimum of 8 hours of training from the approved curriculum.

Chart 1, Exhibit A of the Agreement, specified that there would be three trainees to be retained, you reported that all three trainees completed training and the 90-day retention period. This resulted in a completion rate of 100 percent with earnings of \$4,680 (100 percent of the contract amount). ETP records indicated that your company has been reimbursed \$4,680.

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The following chart shows a breakdown of training hours and projected reimbursement as shown on the ETP Online Tracking System:

TYPE OF TRAINING	HOURS COMPLETED	PROJECTED REIMBURSEMENT
Class/Lab	180	\$4,680
Total	180	\$4,680

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Your staff provided the following statistics for your project, which indicates that they are in agreement with the ETP Contract Status Report of August 4, 2008, which is attached.

No. Started Training	<u>3</u>	No. Enrolled	<u>3</u>
No. Completed Training	<u>3</u>	No. Completed Retention	<u>3</u>
No. Dropped	<u>0</u>		

TRAINING RECORDS

The Contractor faxed rosters covering the period December 3, 2007 through December 28, 2007 for Continuous Improvement to the Analyst. The records reviewed demonstrated that the Agreement curriculum was provided and the required trainer-to-trainee was adhered to.

Project staff was advised that the above findings are based only on the training records reviewed during this telephone visit and represent a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT

Your company will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters.

To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact Lan Vuong within ten (10) working days at (818) 755-1306 or by email at lvuong@etp.ca.gov if you have any questions or comments.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood Regional Office

Signature on file

Lan Vuong, Project Analyst
North Hollywood Regional Office

cc: Nicole Blair, Office Manager, DKB Resources, Inc. (via email)

Amber Luiz, Assistant Director (via email)
David Guzman, Chief Program Operations Division (via email)
Kulbir Mayall, Manager, Fiscal and Certification (via email)

Master File
Project File

Date report mailed to Contractor 11/25/08